

COTON IN THE ELMS PARISH COUNCIL

To all members of the Parish Council

You are hereby summoned to attend a zoom meeting of Coton In The Elms
Annual Parish Council Meeting

At 7pm on the 5th May 2021

For the purpose of transacting the following business.

Joining instructions attached

AGENDA

1. Suspend 'Standing order' for this meeting only reference paragraph 2b
2. Apologies
3. Appointment Chairman
4. Appointment Vice Chairman – This could be deemed not necessary as no further signatures are required. Discuss.
5. Members of the Public – Time allowed **5 min**
6. District Councillor – **5 min**
7. March Minutes – matters arising
8. **Approval of payments** – All details circulated
 - a. £371.11 Trelawn
 - b. £868.61 SDDC, service dog bins
 - c. £315.89 Zurich Insurance, annual renewal
 - d. £108.19 Clerks expense
 - e. £248.81 Mark Horton

9. Receipts

- a. £4547.00 SDDC payment

Coton in the Elms Parish Council
Balance Sheet as 9.4.2021

DATE	ITEM	RECEIPT	BALANCE
1.4.2021	opening balance		£13,071.00
9.4.2021	Precept	£4,547.00	£17,618.00

10. Approval of setting up internet banking and closing those accounts that have not been used, some for over 12 months – 3 accounts to close
11. Approval of AGAR exempt certificate and Annual accounting statements - circulated

12. Approval S136 – Copy of Claim form circulated
13. Adopt Code of Conduct. Standing order and Financial regulations – circulated
14. Approval Risk register report - circulated

- | | Time allowed |
|---|---------------------|
| 15. Members to serve on outside bodies | 10 Mins |
| <ul style="list-style-type: none"> ○ CVS ○ Village Maintenance/Coton in Bloom ○ Community Centre ○ Linton Area Committee/ Safer Neighbourhood ○ Flood Liaison Committee ○ Rosliston Surgery – Liaison ○ Joint Meeting of PC & DC ○ Drakelow Liaison Group ○ Community Speed Watch ○ Newsletter submission | |
| 16. Village signs | 5 mins |
| 17. Relocation of notice board | 5 mins |
| 18. Speeding sign | 5 mins |
| 19. Date of next meeting – 14 th June 2021 @ 7pm - clerk on holiday, do you want to rearrange? | |

Exclusion of press and public – The press and public will be asked to leave for the remainder of the meeting as the PC will consider staffing matters relating to the Clerk.

20. Annual review of Clerks Salary. 2020-2021 National Salary award circulated. SP19-23. Approve new rate from 1st April.
21. March Pay and approval of monthly pay 5 hours per week = 21.66 per month @ agreed rate. Expenses and overtime to be approved monthly.
22. Approval of overtime worked for Mar/Apr 2021 **5 Mins**